ART SHOW ENTRIES

URL to get into your Dashboard page:
Click the link below to access your page.

https://manito-art-league.appsmith.com/app/manito-art-league/artshow-maintenance-698bb73e0091c449ae912a50

On your Dashboard:

- **Click on Art Show Maintenance button to get into maintenance of the records**
- **Click on the Reports button to get to the Reports.**

NOTES:

- Data is REAL TIME Data, so make sure what you change is correct for the existing data.
- Deletions are not able to be done at this time. **For any record needing to be deleted, remove the data EXCEPT the Last name, First name.**
- This is LIVE, so data integrity is enabled, so if you see it is not updating, someone else may be updating that record. Try again later.
- The Customer Database covers ALL persons involved as members, patrons, artists, non-members, etc. Please be wary about changes on this database with persons.

RULES ON ENTRY:

- Entering is case sensitive
- All rows do not need to be entered, but each table **will** create an empty record for future use.
- **DO NOT** use PERIODS or COMMAS!!
- State is two letters ex: **WI**
- **Address** for PO Box is PO Box. Do not separate the PO, no periods. PO Box should be on the first address line. This helps for labels and post office standards.

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- IF there is a **PO BOX** address- and other street address – POBox goes in the first address field and Street address goes in the second address field. This is helpful for mailing labels for Post office Regulations- POBox first. If not POB, then street address goes in the first address field.
- Yes or No >**DO NOT USE ALL CAPS** = Yes, NOT YES. (This makes things accurate when reporting)
- Phone format = 715-256-9833 USE DASHES
- **YEAR** = **4 digits**, NOT 2. (2025)
- Volunteer fields are Years, to keep track of what year they can help (XXXX) Im sure we will be making changes to this in time. But we need to be consistent. This is a text field so if we want to make changes in the future we can.
- Business vs people. Business name goes into the LastName, First name will remain blank and Partner field will have the Full Owner Name.

ART SHOW MAINTENANCE INSTRUCTIONS

Art Show Interactive Report- Add, Edit and Delete Records

SORTING:

- Click or hover over/on the arrow next to the Field (Up= Ascending, Down=Descending) on any column you want to sort.
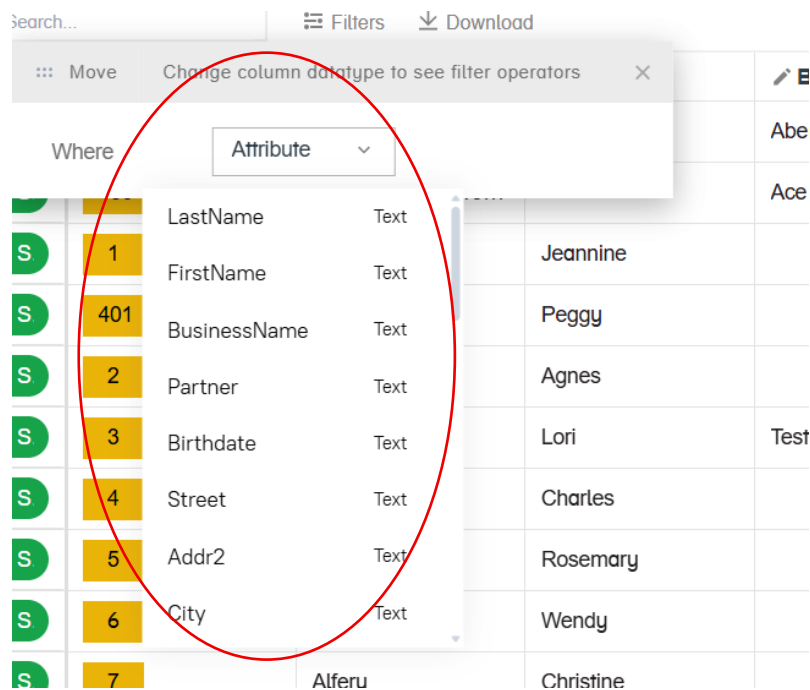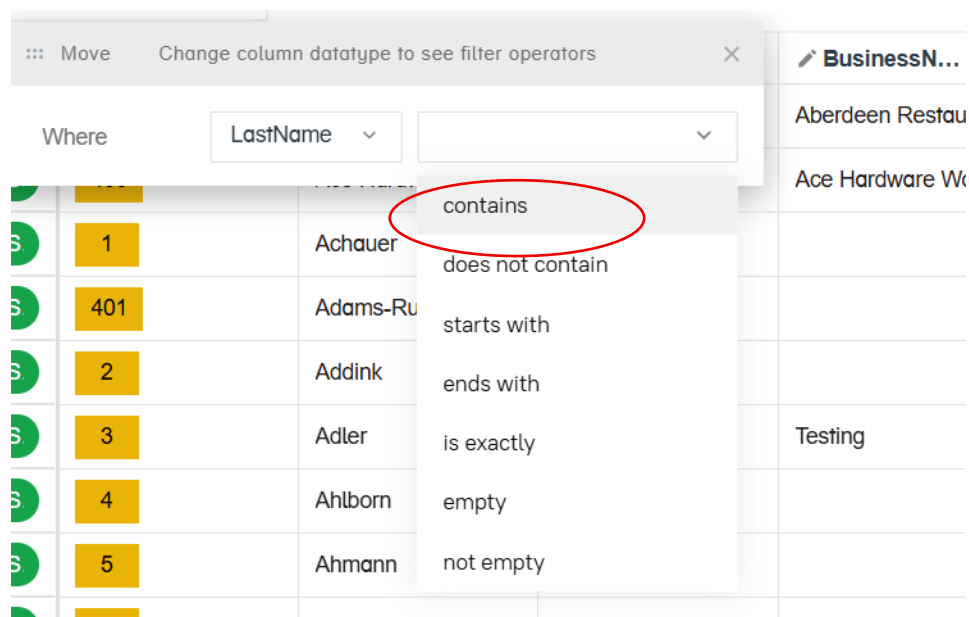
SEARCHING:
For Advanced searching, use the filter
TO FILTER:
- Click on the filter:
- You have many options here... You can search on any field with specific selections.
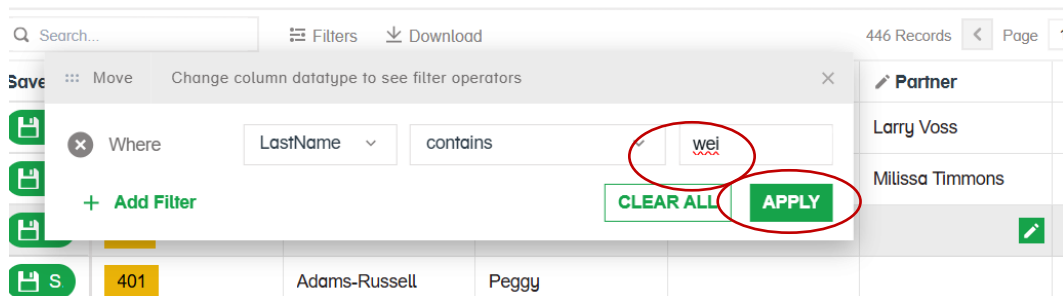

- Select the Attribute (fields/column) you want to find.

- For Instance, if you want to find a person but not sure on the correct spelling
- You could use "contains"

- Enter letters of the lastname of the person you are finding and press Apply.

- You will see your results.

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- To get back to the full table and see all the records, go back into filters and press CLEAR ALL.
- This will refresh all records back.

- And then click on the X to get out.

TO USE THE SEARCH BOX: - CustId and LastName for Search Only

- Type in the letters and it will pop in the matching records.

- Same thing happens when you type in the custid
- The more letters you type in, the more the record will pop to the top
- Click on the "x" to clear the selection

EDITING:

- To EDIT a field, Hover over the column and Click on the Arrow next to the column you are changing.
- Make your changes

- Click SAVE when done Editing
- Changes saved will display when saved is clicked.
- A pop-up Update successfully will appear

Click	Lastname	Firstname	✎ BusinessNa...	✎ Partner	✎ Birthdate	✎ Street	✎ Addr2	✎
99	Aberdeen Restaur...		Aberdeen Restaur...	Larry Voss		PO Box 230		Ma
	Achauer	Jeannine				1296 Whitefish La...		Mi
01	Adams-Russell	Peggy				7715 Trout Creek Rd		Rh
	Addink	Agnes		Sylvan		7706 Barbara Roa...		Me
	Adler	Lori				224 E Lullaby Lane		St.
	Ahlborn	Charles				10175 Lower Road		Arl

TO FIND THE ART SHOW ENTRIES FOR EACH PERSON:

- Click on the custid number...

Save	ArtClick	Lastname	Firstname	✎ BusinessNa...	✎ Partner	✎ Birthdate	✎ Street	✎ A
💾	5	Ahmann	Rosemary				16519 E Fayette Dri...	
💾	6	Ahnen	Wendy				4925 Sherburn Road	
💾	7	Alfery	Christine		Brad		2127 To To Tom Drive	
💾	444	Alfrey	Christine	Christine Alfrey C...			2469 Kalmia Ave	
💾	8	Anast	Velta		Deceased		5740 N Barrasca A...	

- That will bring in the artists records by descending year order.

Save	ArtClick	Lastname	Firstname	✎ BusinessNa...	✎ Partner	✎ Birthdate	✎ Street	✎ Addr2	✎ City	✎ Sta
💾	5	Ahmann	Rosemary				16519 E Fayette Dri...		Fountain Hills	AZ
💾	6	Ahnen	Wendy				4925 Sherburn Road		Eagle River	WI
💾	7	Alfery	Christine		Brad		2127 To To Tom Drive		Lac du Flambeau	WI
💾	444	Alfrey	Christine	Christine Alfrey C...			2469 Kalmia Ave		Boulder	CO
💾	8	Anast	Velta		Deceased		5740 N Barrasca A...		Tucson	AZ
💾	9	Anderson	Meghan				10880 Jewel Road		Arbor Vitae	WI

Save / Discard	e_custid	e_artno	e_year	✎ e_title	✎ e_medium	✎ e_size	✎ e_price	✎ e_soldday	✎ e_soldprice
💾 Save	7	88	2025	Wings	WoodPaperMetal 3D	2 x 4	$2500		$null
💾 Save	7	89	2025	Raptor	Acrylic	2 x 4	$1800		$null
💾 Save	7	90	2025	Northwoods	Acrylic on Clayboard	2 x 4	$1800		$null

To EDIT or ADD an ARTIST record:

ADDING ANOTHER ARTIST YEAR RECORD:

- Click on the Yellow Custid you want to Add an artist record to the entry history

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- You will see the information if any below
- To add a record, click on +Add new row

- A blank row will appear on top the records.
- If you change your mind before clicking save and need to cancel it out, ---You can click on Discard rectangle on the right, that will remove the row. If you already added a row, you can delete it later (see delete instructions)

- Enter the information on the row
- When completed, Click on the Save row rectangle at the right of the screen.

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TO EDIT A ROW:

- Select your row
- Click on the right side to get the green pencil and edit your fields. You can edit the whole row or any fields at the same time in that One row.

- Make your edits and Click on Save (Disk icon)

- And the updated record is here.
- You can add or edit any other records while you are on this screen.

ADDING A NEW ARTIST RECORD (THAT IS NOT FOUND IN THE CUSTOMER DATABASE):

- Click on the ADD NEW ARTIST BUTTON

- This will pop up an empty form display to enter the new patron member
- Please follow the entry RULES on the first page.

- Fill in the fields all the way down to the bottom that need to be filled in
- Fill in the needed information down the whole list….

Art No

1000

Title

Testing Again

Art Medium

Watercolor

Frame Size

16 x 26

Price

300

Sold Day

Sold Price

| Reset | Submit |

- When you complete all the fields that need to be entered, all the way to the bottom, Click Submit
- After Clicking the Submit, it will return you to the screen

Save	ArtClick	Lastname	Firstname	✎ BusinessN…	✎ Partner	✎ Birthdate	✎ Street	✎ Addr2	✎ City	✎ S
💾	5	Ahmann	Rosemary				16519 E Fayette …		Fountain Hills	AZ
💾	6	Ahnen	Wendy				4925 Sherburn Road		Eagle River	WI
💾	7	Alfery	Christine		Brad		2127 To To Tom Dr…		Lac du Flambeau	WI
💾	444	Alfrey	Christine	Christine Alfrey C…			2469 Kalmia Ave		Boulder	CO
💾	8	Anast	Velta		Deceased		5740 N Barrasca …		Tucson	AZ
💾	9	Anderson	Meghan				10880 Jewel Road		Arbor Vitae	WI

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Save / Discard	e_custid	✎ e_artno	✎ e_year	✎ e_title	✎ e_medium	✎ e_size	✎ e_price	✎ e_soldd…	✎ e_soldprice
Save	7	999	2028	Testing	Arylic	12 x 24	$1100		
Save	7	88	2025	Wings	WoodPaperMetal 3D	20 x 14	$2500		

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- To see the new entry, Search the New Artist Member

- When done or for reporting – click back to Home

- To get to your Reports page, click on the reports button.

- Select the link you want to see in reports. You will not be able to get back to the dashboard page at this time. Please see Report instructions for more information.
- All reports are able to sort, filter, etc.
- Let me know if you want changes to your reports.

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